
APPLICATION & SELECTION PROCESS

Interested applicants must submit a Cathedral City application and an up-to-date résumé. This recruitment may close at any time. Completed applications will be screened in relation to the position criteria. Candidates whose qualifications best relate to the position will be invited to participate in the selection process that will include an overall evaluation of technical knowledge, and supervisory or lead work experience. Final selection will be made by the City Planner.

The selected candidate must successfully complete a City background evaluation, and a pre-employment medical examination and drug screen by a City-appointed physician.

If you have a disability that requires accommodation during the selection process, please notify Human Resources at the time you are invited to participate in the selection process.

APPLICATIONS

This job announcement bulletin and City application are available at City Hall, by calling the Job Line, and on the City's web site at <http://www.cathedralcity.gov>.

Send application and résumé to:
City of Cathedral City, Human Resources
68-700 Avenida Lalo Guerrero
Cathedral City, CA 92234
Mon – Thurs. 7:00 a.m. – 5:00 p.m.

Job Line: 760-770-0365

THE CITY OF CATHEDRAL CITY, CALIFORNIA

The City of Cathedral City is a business and resort community located 110 miles east of Los Angeles and 115 miles northeast of San Diego. Incorporated in 1981, the City has a current population over 53,000 and is one of the fastest growing areas in the country. An ideal climate of 350 sunny days per year, clear air, scenic beauty, and unlimited leisure activities attract additional residents during the winter months.

Cathedral City offers affordable housing, and a wide array of shopping and retail centers. Cultural, social and athletic events occur year-round while College of the Desert and the Palm Desert campuses of UC Riverside and CSU San Bernardino offer excellent educational opportunities.

Approximately 200 City employees provide a full range of municipal services including police, fire & paramedics, parks, building & planning, redevelopment, public works and street maintenance.

EQUAL EMPLOYMENT OPPORTUNITY

The City of Cathedral City promotes equal employment opportunity for applicants and employees without regard to race, color, national origin, ancestry, religious creed, age, sex, marital status, physical disability, mental disability, medical condition, pregnancy, child birth or related condition, sexual orientation or domestic partnership status, religious opinion or affiliation and/or any other legally protected status.



Invites applications for the position of

ASSOCIATE OR SENIOR PLANNER (Depending on qualifications of the successful candidate)

REVISED FILING DEADLINE:

Open until sufficient applications
are received.

COMPENSATION (as of 3/1/07):

Associate: \$63,351 - \$77,004*
Senior: \$69,844 - \$84,896*

* Plus longevity steps, 5% of base for
Master's degree, and 3.75% increase
1/1/08 and 6/1/08

The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice.

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ABOUT THE POSITION

A single position is now being filled in the City's Planning Division. The position will be designated as Associate Planner or Senior Planner, depending on the qualifications of the successful candidate. Specific work assignments appropriate to the job classification level will be made upon appointment. Following are characteristic duties and responsibilities typically assigned at each level.

Associate Planner: Performs a variety of planning work, exercises independence on project assignments, and may provide project direction to others.

- Interprets and applies provisions of codes, planning policies and standards, & environmental regulations to potential applicants and the public.
- Reviews and processes applications for rezoning, general and specific plan amendments, use permits, variances, subdivision, environmental review, etc.
- Prepares reports & recommendations and makes presentations on land use, zoning, urban design, population trends, transportation, housing, redevelopment, etc.
- Monitors status of development applications from acceptance to issuance of final permits.

Senior Planner: Exercises significant independence in performing complex professional work on current and/or advanced planning and environmental review projects; may provide supervision to Planning staff.

- Performs a high level of current and advanced planning activities; monitors the application process and intervenes in difficult situations.
- Prepares focused policy & development guidelines through specific plan preparation and zoning code updates.
- Meets with community groups to encourage cooperative action and problem solving.
- Directs the preparation and design of maps, charts, models, sketches and other graphic presentations.
- Provides staff assistance to the Planning Commission and Architectural Review Committee.

THE QUALIFIED CANDIDATE

The qualified candidate possesses a combination of education, training and experience equivalent to the following:

Associate Planner: Bachelor's degree with major coursework in city, regional or urban planning, architecture, environmental studies or a closely related field AND two years of professional-level experience in a municipal or related planning setting.

Senior Planner: Bachelor's degree with major coursework as described above AND four years of professional planning experience, including experience in a lead or supervisory capacity. A Master's degree in city, regional or urban planning may be substituted for one year of professional planning experience.

COMPENSATION

Salary – **Associate** \$63,351 - \$77,004; **Senior** \$69,844 - \$84,896 per year, plus 7.5% in additional longevity steps. Additional 5% for related Master's degree.

Retirement – CalPERS 2% @ 55 with the member contribution paid by the City. The City also offers a voluntary, joint-contribution 457 deferred compensation plan.

Health Plans – City-paid medical (CalPERS plan), dental and vision care coverage for employees and dependents.

Life and Disability Plans – City-paid life insurance, 2 times salary, and short and long term disability at 66-2/3% of pre-disability salary.

Sick Leave – 96 hours per year.

Holiday – 12 paid per year (including 4 floating days).

Vacation – 144 hours per year to start, increasing up to 216 hours at 10 years of service.

Work Schedule – 7:00 a.m. to 6:00 p.m. Monday through Thursday. (City Hall is closed on Fridays.)

Educational Reimbursement – up to a lifetime cap of \$8,000.

Wellness Program – up to \$600 per year for fitness, nutrition and exercise programs.